

**PROPOSAL PACKAGE**  
**Provide, Move/Setup**  
**School Module(s)**  
**And Site preparation**  
**RFP# 2013-04-1**

This proposal package defines: 1) the services sought from the firm(s) and 2) generally outlines a) the requirements, b) the timeline for RFP, c) the decision criteria for bid evaluation, and d) the timeline for the actual work.

**Background**

CEMCO operates a public charter school (K - 5th grade) serving the Chatham County area. Currently operating in modular buildings, in its long-range planning CEMCO is considering building a permanent facility. However, in the short term, to accommodate its immediate projected growth, CEMCO is intending the addition of a new school module. Current enrollment forecast indicate that a minimum 8,000 sqf “standard” educational building with “standard options”, with approximately 1,000 sqf/class, and bathrooms will satisfy CEMCO need. The selected vendor(s) will be responsible for providing the educational module(s), moving them to the school site and connecting them to the foundation. In addition, the present RFP solicits the selected vendor to assist CEMCO with carrying out the site preparation and obtaining the subsequent certificate of occupancy.

CEMCO has retained specialized services to provide land survey, site plans for the unit and to obtain building permits to enable placement of the educational module(s) at the school site. The site plan drawings, included in the present RFP as an addendum, will be available upon request.

**Scope of Work for the Present RFP**

**The selected vendor(s) will be responsible to:**

- Ⓟ Prepare the site, including access to the site of new modular building
- Ⓟ Complete the foundation work required for new modular building
- Ⓟ Install the modular building, including required systems and utilities connection
- Ⓟ Complete decking of the modular building respecting ADA compliance
- Ⓟ Coordinate the certificate of occupancy process and final approval
- Ⓟ Coordinate compliance with the Fire Marshal office
- Ⓟ Upon consultation with CEMCO, in order to coordinate all activities required for site preparation and to make the module(s) operational/occupiable, vendor shall prepare and provide an installation schedule. Schedule should be based on as needed school site availability and should provide for increased safety considerations while limiting the interference with regular school operation.
- Ⓟ Schedule shall show vendor’s planned dates and durations for site preparation and module transportation, delivery and installation as well as activities leading to certificate of occupancy sign-off.
- Ⓟ Present to CEMCO for prior approval the educational module(s) detailed specifications as soon as possible. The specifications required by CEMCO are: minimum 8,000 sqf “standard”

educational building with “standard options”, with approximately 1,000 sqf/class, and bathrooms.

- Ⓟ The module(s) must meet all building and energy requirements of the Chatham County.
- Ⓟ Vendor(s) shall prepare drawings providing structural information to confirm that the module(s) fully conform to the Chatham County Building Code, which will allow the CEMCO to submit foundation design information to the Chatham County . Further, the drawings shall show exact location of all components, e.g., doors, windows, electrical outlets, light fixtures.
- Ⓟ The vendor(s) shall provide all personnel and equipment necessary for site preparation including building the foundation.
- Ⓟ Deliver the educational module(s) to the school site.
- Ⓟ The vendor(s) shall provide all personnel and equipment necessary for moving the units and setting them on the site.
- Ⓟ The vendor(s) shall obtain and pay for any permits required to move the unit(s).
- Ⓟ The vendor(s) shall maintain the site in a safe condition at all times.
- Ⓟ Setup the educational module(s) at the school site.
- Ⓟ The vendor(s) shall ‘tie-down’ the module to the ground..
- Ⓟ The vendor(s) shall validate the foundation calculations submitted to the Chatham County. If the proposal requires modification to those calculations, the vendor will be responsible to obtain revised calculations, stamped by a professional licensed in the State of Georgia.
- Ⓟ Provide repair of any structural, mechanical or electrical defects
- Ⓟ Vendor(s) shall obtain and pay for all insurance and shall comply with all Public Work requirements for wages and documentation for all work performed during the transportation and on the school sites ,as required by law
- Ⓟ The vendor(s) shall complete the setup of all educational module(s) no later than June 15, 2013.
- Ⓟ The vendor(s) shall assist CEMCO with obtaining the certificate of occupancy no later than June 21, 2013.

**CEMCO will be responsible for the following:**

- Ⓟ Preparing the land survey and the school specific site plan including layout and placement of entry ramps.
- Ⓟ Obtaining the building permits
- Ⓟ Providing and installing all furniture and equipment inside the module(s)
- Ⓟ Providing insurance, regular cleaning and routine maintenance
- Ⓟ The school site will be available to the vendor(s) no later than May14, 2013.

**RFP Timeline and Actual Work Schedule**

- Ⓟ April 18, 2013 - Advertisement for Bid and Release of RFP# 2013-04-1
- Ⓟ April 26 2013 - Deadline for submission of questions concerning RFP# 2013-04-1
- Ⓟ April 26 2013 - All proposals due to CEMCO main office by 1:00 PM
- Ⓟ May 1 , 2013 - Proposal reviews and selection; interviews of short-listed firms (if required)
- Ⓟ May 6, 2013 - Notification to selected firm and anticipated contract award date
- Ⓟ June 15, 2013-Work completed by 5:00

**Selection Criteria: Terms and Conditions**

The most highly qualified offerors designated from the RFP process will provide a Proposal consisting of a detailed scope of services, proposed fee, and schedule. After submission of the Proposal they may be requested to participate in an interview process. After the evaluation, the Selection Committee will identify the firm that can provide the greatest overall benefit to CEMCO. Should CEMCO be unsuccessful in negotiations with the firm with the highest score, the firm with the second highest score will be extended the opportunity to negotiate a contract.

Each Proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

**Statement of Proposals Response (100 Points)**

- Cost of the overall service - 40 points
- Quality of service (demonstration that firm actually has an effective quality control program in place and operational) - 5 points
- Demonstrated ability to work within the proposed timeline - 20 points
- The extent to which the service meets the need (demonstration that the prospective firm has a history of providing high quality services/products) - 10 points
- Applicable references - 20 points
- Litigation History (declaration of non-issue or summary of litigation, arbitration and negotiated/settled history with previous clients) - 5 points

**Business Information**

Upon submission of your proposal please provide the following information:

- Company name
- Address
- Telephone
- Fax
- Name and Email of main contact
- Social Security number or Federal Tax I.D. Number (whichever is applicable)

**Other stipulations**

Each Submittal must conform and be responsive to the requirements set forth in this RFP. CEMCO reserves the right to waive any informalities or irregularities in received Submittals. Further, CEMCO reserves the right to reject any and all Submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items.

CEMCO hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit their responses to this RFP, and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition, physical disability, or sexual orientation on consideration for the award.

CEMCO reserves the right to change the dates on the schedule without prior notice.